

RESOLUTION NO. 3640

APPROVING AND ADOPTING JOB SPECIFICATIONS AND
TITLES AS PREPARED AND SUBMITTED BY STATE OF
CALIFORNIA PERSONNEL BOARD COOPERATIVE
PERSONNEL SERVICES IN THAT CERTAIN LIMITED
CLASSIFICATION STUDY DATED MAY 10, 1972

RESOLVED, that the report of State of California Personnel Board, Cooperative Personnel Services dated May 10, 1972, a copy of which is annexed hereto and made a part hereof as if set forth in full herein, be and the same is hereby approved and adopted by the City Council of the City of Lodi; and

BE IT FURTHER RESOLVED, that the job classifications and classification titles contained in the said report be and the same are hereby approved and adopted as job specifications and classification titles in the classified **personnel system** of the City of Lodi and said specifications and titles shall apply as of June 8, 1972.

FURTHER RESOLVED, that Resolution No. 1990 and all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

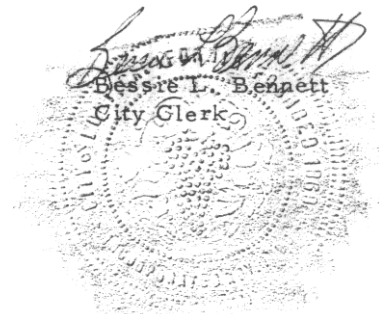
Dated: June 7, 1972

I hereby certify that Resolution No. 3640 was passed and adopted by the City Council of the City of Lodi in regular meeting held June 7, 1972 by the following vote:

Ayes: Councilmen - Hughes, Katnich, Pinkerton,
Schaffer and Ehrhardt

Noes: Councilmen - None

Absent: Councilmen - None



CALIFORNIA STATE PERSONNEL BOARD

COOPERATIVE PERSONNEL SERVICES

1217 H Street
Sacramento 95814714 W. Olympic Blvd.
Los Angeles 90015Sacramento, California
May 10, 1972City Council
City of Lodi
city Hall
Lodi, California 95420Attention Mr. Henry A. Graves, Jr.
City Manager

Honorable Members

In accordance with the agreement between the City of Lodi and the California State Personnel Board, we are pleased to submit our recommendations on the positions submitted to us for study.

The attached report contains our recommendations and copies of new and revised class specifications.

We are pleased to again have had the opportunity to assist the City of Lodi by conducting this review. We wish to express our appreciation for the cooperation and assistance given by all personnel contacted during the course of the study.

Very truly yours

A handwritten signature in dark ink, appearing to read "Goodyear K. Walker".

GOODYEAR K. WALKER
Personnel Analyst

GKW:jg

1. Maintenance Man

We were asked to review the position occupied by Mr. Gary Ahart, a Maintenance Man I assigned to the City's Water Pollution Control Plant. As a result of this review, we are recommending that Mr. Ahart's position be reallocated to the class of Maintenance Man 11, and that the class specification for the Maintenance Man I and 11 be revised as attached.

Mr. Ahart states that he is doing the work of a Plant Operator and should be paid at that level. He also feels that he is prevented from taking the Grade II certificate test solely because he does not have an "operator" title. Discussions with Mr. Jones and Mr. Witt pointed out that the original concept of the position was one of buildings and grounds maintenance.

We do not feel that an additional operator or operator-level class is justified for this position. The normal duties are sufficiently different to warrant the maintenance class, and the fill-in for absent operators does not occur often enough to warrant the appointment to the higher class. On checking with the Chairman of the Certification Committee we have found that an "operator" title is not required to take the Grade II certificate; however, two years of full-time operating experience is required. The experience in this position is not full-time plant operation. We do feel that the position requires more skill than is typical for other Maintenance Man I classes in the City, however, and are recommending that the position be put in the class of Maintenance Man 11.

2. Treatment Plant Operators

The Plant Operators, as a group, requested that we review the practice of having only one level of Plant Operator instead of a series. Out of 14 agencies in your area, nine have one level, three have two levels, and two have three or more levels (Stockton and Modesto). We feel that for your size plant, one level of journeyman operator is sufficient. Promotion from the Maintenance Man II level can be used to supplement open recruitment when a vacancy exists.

3. Chief Sewage Treatment Plant Operator

Mr. Klaffke feels that his position is inappropriately titled, and that a more common and appropriate title would be Treatment Plant Superintendent. We have found in our surveys that the "superintendent" title is usually reserved for Plant Supervisors with department head status - they report directly to either the Director of Public Works or the City Manager. In situations similar to the one at Lodi, with an intermediate supervisor over water and sanitation, the title for Mr. Klaffke's position is usually one of three equally possible choices:

Chief Treatment Plant Operator
Treatment Plant Supervisor
Treatment Plant For —

Since your City already use the "supervisor" title, it would not be appropriate to use it again for this position. We feel it would be appropriate to continue to use the present title.

4. Engineering Aid II

The position occupied by Mr. Kay Tamura has undergone considerable change since the last time it was studied. All of the people doing drafting work have been pooled and Mr. Tamura has been acting as a working supervisor of this section. We recommend creating a new class of Supervising Engineering Md for this position.

MAINTENANCE **MAN I**

DEFINITION

Under supervision. to perform a variety of ~~semiskilled~~ and unskilled manual tasks; and to do related work ~~as~~ required.

DISTINGUISHING CHARACTERISTICS

This **is** the entry-level class for maintenance positions in the Street and Sewer and Water Departments. Positions **in** this class perform routine unskilled laboring duties and ~~may~~ learn to perform the semiskilled maintenance work characteristic of the Maintenance **Man II** class. Under this training concept, employees hired in the Maintenance **Man I** class ~~may~~ reasonably expect their positions to be reallocated to the Maintenance **Man II** class as they receive work assignments requiring ~~more~~ skill and the regular operation of ~~trucks~~ and light equipment. However, those positions which ~~perform~~ only routine, unskilled manual laboring tasks not requiring the regular operation of trucks and light equipment should remain allocated to the Maintenance **Man I** class indefinitely.

EXAMPLES OF DUTIES

Works as a member of a street, water, or sewer crew, or performs routine grounds, cleaning, and maintenance tasks at the City's water pollution control plant, or sanitary landfill facility. ~~Lifts~~ and ~~moves~~ heavy objects; lifts and carries stones, ~~boxes~~, gravel, dirt, asphalt, timber and other materials and equipment as directed; performs pick and shovel work **in** digging, widening and backfilling trenches and other excavations; sweeps, clears and cleans roadsides, gutters, curbs, culverts, catch basins and other drainage structures; removes debris and clears away undergrowth; **uses** such tools as shovels, rakes, jackhammers, compressors, spray rigs, and tampers; assists in preparing surfaces for painting and **in** applying asphalt, macadam, concrete and premixed materials to streets and other roadways; assists in raking, smoothing and tamping patches; assists in laying pipes and sewer lines; uses caulking tools to fit pipes together; assists **in** making taps and connections to **mains**; as a member of a street painting crew assists in setting cones, directing traffic, laying forms, and in cleaning and caring for equipment and supplies; at the City's Water Pollution Control Plant mows lawns, weeds ~~and~~ cleans grounds, removes grit from plant, washes ~~tanks~~, and otherwise assists in a routine cleaning of plant facilities; at the City's sanitary landfill facility, directs traffic, cleans ~~and~~ sweeps banks and ramps, ~~moves~~ **ramps** and timbers, fights fires and patches surface areas: **in all assignments may operate power and automotive equipment temporarily or in a training capacity: cleans and maintains basic tools used on the job.**

Maintenance Man I - 2

LICWSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles,

DESIRABLE QUALIFICATIONS

Knowledge of:

The uses and purpose of various hand tools employed in basic laboring work;

The safety precautions and practices necessary in working with hand tools and heavy equipment,

and

Ability to:

Read, write and understand English;

Understand and accurately follow oral direction;

Perform heavy manual labor;

Work outdoors under adverse weather conditions,

and

Experience: None required..

and

Education: Equivalent to completion of the eighth grade.

MAINTENANCE MAN II

DEFINITION

Under general supervision, to perform a wide variety of semiskilled work in the repair and maintenance of City streets, sewer and water systems or other facilities; to operate medium duty trucks and light equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to the Maintenance Man II class generally work as crew members in either the Street or Sewer and Water Departments or at the City's sanitary landfill facility. Incumbents occasionally work independently and may supervise a helper as required by the nature of the assignment. Employees whose positions are allocated to the Maintenance Man II class are expected to perform semiskilled tasks without close or continuous supervision or to operate medium duty trucks or light equipment as a principle part of their work assignment.

EXAMPLES OF DUTIES

Breaks through, lays, rakes, and finishes asphalt and concrete materials in the patching, repair and construction of City streets, curbs and sidewalks; removes debris from roadways, catch basins, and other City property; cleans and unplugs sewer lines; replaces broken sewer piping; digs out and backfills trenches in performing installation and repair work on sewer and water lines; replaces broken water piping; taps water mains and installs new water service; installs fire hydrants; locates and maps water lines and valves; checks water pumping equipment and performs mechanical repairs as necessary; operates rollers, loaders, light tractors, medium duty trucks, and rodding machines as a regular assignment and may operate graders, bulldozers, or cranes on a temporary basis or as a training assignment; may operate a chipper when on a tree trimming crew, and assist the tree trimmer by throwing lines, lowering branches and supplying tools; at the City's sanitary landfill facility directs traffic, collects money, keeps records, cleans and sweeps banks and ramps, moves ramps and timbers, fights fires, and patches surface areas; at the City's Water Pollution Control Plant performs routine maintenance; may drive a tractor; acts in a learning capacity as a Plant Operator in their absence.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, practices, and materials used in street, sewer and water maintenance work;

The operation and minor maintenance of paver-driven equipment including medium duty trucks, loaders, chippers, and related equipment;

Tools used in street, sewer and water construction maintenance work;

Safe work practices,

and

Ability to:

Perform semiskilled maintenance work related to the activities of the department to which assigned;

Perform heavy manual labor;

Operate assigned equipment with skill and safety;

Understand and carry out oral and written directions;

Maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of maintenance experience comparable to that of a Maintenance Man I in the City of Lodi, including the operation of light power-driven equipment in a training capacity.

and

Education: Equivalent to the completion of the eighth grade,

SUPERVISING ENGINEERING AID

DEFINITION

Under general supervision, to assign and supervise the preparation of plans, maps, and specifications for public works improvements; to perform a variety of office and field engineering work involved in the planning and design of public works facilities; and to do related work as required.

EXAMPLES OF DUTIES

Assigns, supervises and personally participates in the preparation of improvement plans for street, curb, gutter, alley, parking lot, water main, sewer, storm drain, lift stations, drainage basins, and other projects; assists in the preparation of engineering design and related drawings, specifications, and estimates in connection with the construction and maintenance of a variety of engineering projects, including streets, storm drains, sewers, and related public works; assists in the preparation of street reports project and employee time reports, utility inventory records, and the maintenance of all map files; reduces field notes and computes grades; prepares accurately drawn sketches and permanent plans, diagrams and maps for public works projects; makes rough layouts, tracing, drawings and title sheets required for office and contract work; performs design work independently or as an assistant to an engineer; operates transits and levels in the preparation of a variety of preliminary locations, construction, property, and other survey work; may serve as a working survey party chief in less complex assignments, working independently with rodman and chainman in the observation, computing, and recording of field data; determines lines, angles, distances, elevations, and keeps field notes of readings and observations; cleans and adjusts survey instruments; uses drafting instruments.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of algebra, geometry and trigonometry;
Nomenclature, symbols, methods, practices, techniques, and instruments used in drafting and mapping.

and

Ability to:

Collect and analyze data;
Transpose drawings and diagram and prepare neat and accurate tracings;
Interpret engineering maps, plans, specifications and legal descriptions;

Supervising Engineering Aid - 2

Understand and apply laws, rules and regulations;
Make effective oral and written reports;
Establish and maintain cooperative working relationships;
Supervise a group of subprofessional engineering aids.

and

Experience: Three years of subprofessional engineering or drafting experience.

and

Education: Equivalent to completion of the twelfth grade. (College education with courses in engineering, mathematics, engineering drawings, or surveying may be substituted for the required experience on a year-for-year basis for up to a maximum of two years.)